

**INSTRUCTIONS FOR COMPLETING DD FORM 1540,
"REGISTRATION FOR SCIENTIFIC AND TECHNICAL INFORMATION SERVICES"**

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. 301; E.O. 9397.

PRINCIPAL PURPOSE(S): To register for scientific and technical information services provided by DTIC. DOD individuals must be verified through DMDC. This verification process is used to validate an individual's affiliation with a DOD organization, a condition that must be met before giving access to information which is limited to DOD organizations and their employees.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested personal information will result in the individual not being registered for scientific and technical information services.

A. WHO IS ELIGIBLE

The Defense Technical Information Center's (DTIC's) products and services are available to U.S. Government organizations, their contractors, subcontractors and potential contractors. In order to register for these services, all applicants are required to complete the DD Form 1540.

B. WHERE TO FILE

Completed DD Forms 1540, and other related correspondence, should be mailed to:

Defense Technical Information Center
DTIC-BC, (Registration)
8725 John J. Kingman Road
Suite 0944
Fort Belvoir, VA 22060-6218

Telephone: (703) 767-8273
Fax: (703) 767-9459

C. RESTRICTED DATA, CNWDI AND/OR NATO

1. U.S. Government (Non-DOD) organizations requesting access to Restricted Data and/or CNWDI must have the Department of Energy notify DTIC in writing that the individual listed as the point-of-contact (Item 4, "Attention") on the DD Form 1540 is authorized to receive such data.

2. Access to NATO requires a letter providing the requester's NATO clearance information. (All U.S. Government refer to Part 1, Paragraph 1, Section II and contractors refer to Part 2, Paragraph 1, Section V of DTIC's registration guide for details of the letter.)

D. GENERAL INSTRUCTIONS

1. U.S. Government Organizations

(1) Section I - General Information. All applicants must complete Section I in full.

- DOD organizations complete only Section I if requesting access to unclassified/unlimited or unclassified/limited data. DOD organizations should include DSN numbers where noted.

- Non-DOD Government organizations complete only Section I if requesting access to only unclassified/unlimited data.

(2) Section II - Security Officer. All U.S. Government organizations requesting access to classified data must obtain the signature of their organization's security officer. The security officer certifies that the organization listed in Section I may receive and store classified data at the access level indicated in Section I (Item 11, "Type of Access Desired").

(3) Section III - Prime Contractor Approval. Leave blank.

(4) Section IV - U.S. Government Approving Official. DOD organizations must complete Section IV if requesting access to classified data. Non-DOD Government organizations must complete Section IV if requesting access to unclassified/limited or classified data. Signature of Government Approving Official is required.

- Approving Official for DOD organizations is any designated official, such as the Commanding Officer, Technical Director, etc.
- Non-DOD Government organizations refer to DTIC's registration guide for the address of their approving official.

(5) Section V - Subject Fields and Groups. All U.S. Government organizations requesting access to classified data must select the pertinent subject fields of interest based on user need-to-know requirements.

2. Contractors, Subcontractors, Potential Contractors, CRDA Partners, and Grantees

Access to export-controlled data requires DTIC's receipt of a certified copy of the DD Form 2345, "Militarily Critical Technical Data Agreement." Access to classified data requires approved facility clearance from the Defense Security Service (DSS). For more information, refer to DTIC's registration guide.

(1) Section I - General Information. All contractors, subcontractors, and potential contractors must complete Section I in full. Cite your prime contract number and expiration date in this section.

(2) Section II - Security Officer. Leave blank.

(3) Section III - Prime Contractor Approval. All subcontractors must complete Section III. Cite your subcontract number and expiration date in this section.

(4) Section IV - U.S. Government Approving Official. All contractors, subcontractors, and potential contractors must complete Section IV. Signature of Government approving official is required. (Refer to DTIC's registration guide for information on who may qualify as the approving official.)

(5) Section V - Subject Fields and Groups. All contractors, subcontractors, and potential contractors requesting access to classified data must select the pertinent subject fields of interest based on user need-to-know requirements.

E. AFTER REGISTRATION

(1) DTIC will mail a numeric user code and additional information to the user upon completion of registration.

(2) Registered DTIC users must notify DTIC in writing of any changes to their current DD Forms 1540.

(3) Registered DTIC users receive a notice from DTIC 60 days prior to the scheduled expiration date of their service.

F. ADDITIONAL INFORMATION

For a more complete instructional guide, refer to the "Registration Guide to the Defense Technical Information Center (DTIC)." Copies may be obtained from the address in Paragraph B.

REGISTRATION FOR SCIENTIFIC AND TECHNICAL INFORMATION SERVICES						OMB No. 0704-0264 OMB approval expires Dec 31, 2007	
<p>The public reporting burden for this collection of information is estimated to average 25 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0704-0264). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. SEND YOUR COMPLETED FORM TO: DEFENSE TECHNICAL INFORMATION CENTER, ATTN: DTIC-BC, 8725 JOHN J. KINGMAN ROAD, SUITE 0944, FORT BELVOIR, VA 22060-6218.</p>							
SECTION I - GENERAL INFORMATION <i>(All applicants must complete Section I.)</i>						FOR DTIC USE ONLY	
1. ORGANIZATION NAME			2. SUBORGANIZATION NAME			DTIC USER CODE	
3.a. CLASSIFIED/BUSINESS MAILING ADDRESS		b. CITY		c. STATE	d. ZIP CODE	USER TYPE	ENTITY CODE
4. ATTENTION						CHARGE CODE	
a. NAME <i>(Last, First, Middle Initial)</i>		b. SSN <i>(DOD only)</i>		c. POSITION/TITLE		d. OFFICE SYMBOL	
5. TELEPHONE NUMBER <i>(Include area code)</i>						6. FAX NUMBER <i>(Include area code)</i>	
a. COMMERCIAL		b. DSN		a. COMMERCIAL		b. DSN	
7. INTERNET E-MAIL ADDRESS						8.a. PRIME CONTRACT NUMBER <i>(Or other appropriate number) (Contractors only)</i>	
						b. EXPIRATION DATE <i>(YYYYMMDD)</i>	
9. CURRENT OR FORMER USER <i>(X one)</i>						10. MILITARILY CRITICAL TECHNICAL DATA AGREEMENT CERTIFICATION NUMBER <i>(Contractors only)</i>	
<input type="checkbox"/> YES <i>(Enter DTIC user code)</i>							
<input type="checkbox"/> NO							
11. TYPE OF ACCESS DESIRED <i>(X as applicable)</i>							
<input type="checkbox"/> UNCLASSIFIED/UNLIMITED		<input type="checkbox"/> UNCLASSIFIED/LIMITED		<input type="checkbox"/> CONFIDENTIAL		<input type="checkbox"/> SECRET	
				<input type="checkbox"/> RESTRICTED DATA		<input type="checkbox"/> CNWDI	
						<input type="checkbox"/> NATO	
SECTION II - SECURITY OFFICER <i>(Government and DOD organizations only must complete Section II if requesting access to classified data.)</i>							
12. SECURITY OFFICER CERTIFICATION I certify that the organization listed in Section I may receive and store classified data at the access level indicated in Section I.							
a. NAME <i>(Last, First, Middle Initial)</i>				b. ORGANIZATION NAME			
c. (1) STREET ADDRESS				(2) CITY		(3) STATE	(4) ZIP CODE
d. TELEPHONE NUMBER <i>(Include area code)</i>			e. SIGNATURE			f. DATE SIGNED <i>(YYYYMMDD)</i>	
(1) COMMERCIAL		(2) DSN					
SECTION III - PRIME CONTRACTOR APPROVAL <i>(All subcontractors must complete Section III. Prime Contractor's signature is required.)</i>							
13. PRIME CONTRACTOR ORGANIZATION NAME				14.a. SUBCONTRACT NUMBER		b. EXPIRATION DATE <i>(YYYYMMDD)</i>	
15.a. STREET ADDRESS				b. CITY		c. STATE	d. ZIP CODE
16.a. PRIME CONTRACTING OFFICER NAME <i>(Last, First, Middle Initial)</i>				b. POSITION/TITLE			
c. TELEPHONE NUMBER <i>(Include area code)</i>		d. SIGNATURE				e. DATE SIGNED <i>(YYYYMMDD)</i>	
SECTION IV - U.S. GOVERNMENT APPROVING OFFICIAL <i>(DOD organizations requesting access to classified data, Non-DOD Government organizations requesting access to unclassified/limited or classified data, and all contractors requesting either unclassified or classified data must complete Section IV. Government Approving Official's signature is required.)</i>							
17. APPROVING ORGANIZATION NAME		18.a. STREET ADDRESS		b. CITY		c. STATE	d. ZIP CODE
19.a. APPROVING OFFICIAL NAME <i>(Last, First, Middle Initial)</i>				b. POSITION/TITLE			
c. TELEPHONE NUMBER <i>(Include area code)</i>			d. SIGNATURE			e. DATE SIGNED <i>(YYYYMMDD)</i>	
(1) COMMERCIAL		(2) DSN					
FOR DTIC USE ONLY							

SECTION V - SUBJECT FIELDS AND GROUPS (X as applicable. All applicants must complete Section V if requesting access to classified data. The first number is the subject field, the second is the more specific group.)

01	Aviation Technology (ALL)		11	Materials (Continued)		18	Nuclear Science & Technology (ALL)	
01	Aerodynamics		03	Coatings, Colorants & Finishes		01	Fusion Devices (Thermonuclear)	
02	Military Aircraft Operations		04	Laminates & Composite Materials		02	Isotopes	
03	Aircraft		05	Textiles		03	Nuclear Explosions & Devices (Non-Military)	
03.01	Helicopters		06	Metallurgy & Metallography		04	Nuclear Instrumentation	
03.02	Bombers		06.01	Properties of Metals & Alloys		05	Nuclear Power Plants & Fission Reactor Engineering	
03.03	Attack and Fighter Aircraft		06.02	Fabrication Metallurgy		05.01	Nuclear Fission Reactors (Power)	
03.04	Patrol & Reconnaissance Aircraft		07	Miscellaneous Materials		05.02	Nuclear Fission Reactors (Non-Power)	
03.05	Transport Aircraft		08	Lubricants & Hydraulic Fluids		06	Nuclear Radiation Shielding Protection & Safety	
03.06	Training Aircraft		09	Plastics		07	Radioactivity, Radioactive Wastes & Fission Products	
03.07	V/STOL		10	Elastomers & Rubber		08	SNAP (Systems for Nuclear Auxiliary Power) Technology	
03.08	Gliders and Parachutes		11	Solvents, Cleaners & Abrasives		09	Fission Reactor Physics	
03.09	Civilian Aircraft		12	Wood, Paper & Related Forestry Products		10	Fission Reactor Materials	
03.10	Pilotless Aircraft		12	Mathematical & Computer Sciences (ALL)		19	Ordnance (ALL)	
03.11	Lighter-than-Air Aircraft		01	Numerical Mathematics		01	Ammunition & Explosives	
03.12	Research & Experimental Aircraft		02	Theoretical Mathematics		01.01	Pyrotechnics	
04	Flight Control & Instrumentation		03	Statistics & Probability		02	Aerial Bombs	
05	Terminal Flight Facilities		04	Operations Research		03	Combat Vehicles	
06	Commercial & General Aviation		05	Computer Programming & Software		04	Armor	
02	Agriculture (ALL)		06	Computer Hardware		05	Fire Control & Bombing Systems	
01	Agricultural Chemistry		07	Computer Systems		06	Guns	
02	Agricultural Economics		08	Computer Systems Management & Standards		07	Rockets	
03	Agricultural Engineering		09	Cybernetics		08	Underwater Ordnance	
04	Agronomy, Horticulture, & Aquiculture		13	Mechanical, Industrial, Civil & Marine Engineering (ALL)		08.01	Torpedoes	
05	Animal Husbandry & Veterinary Medicine		01	Air Conditioning, Heating, Lighting & Ventilating		09	Explosions	
06	Forestry		02	Civil Engineering		10	Ballistics	
03	Astronomy & Astrophysics (ALL)		03	Construction Equipment, Materials & Supplies		11	Nuclear Weapons	
01	Astronomy		04	Containers & Packaging		12	Directed Energy Weapons	
02	Astrophysics		05	Couplers, Fasteners & Joints		13	Guided Munitions	
03	Celestial Mechanics		06	Surface Transportation & Equipment		20	Physics (ALL)	
04	Atmospheric Sciences (ALL)		06.01	Surface Effect Vehicles/Amphibious Vehicles		01	Acoustics	
01	Atmospheric Physics		07	Hydraulic & Pneumatic Equipment		02	Crystallography	
02	Meteorology		08	Manufacturing & Industrial Engineering & Control of Production Systems		03	Electricity & Magnetism	
05	Behavioral & Social Sciences (ALL)		09	Machinery & Tools		04	Fluid Mechanics	
01	Administration & Management		10	Marine Engineering		05	Atomic & Molecular Physics & Spectroscopy	
02	Information Science		10.01	Submarine Engineering		06	Optics	
03	Economics & Cost Analysis		11	Pumps, Filters, Pipes, Tubing, Fittings & Valves		06.01	Fiber Optics & Integrated Optics	
04	Government & Political Science		12	Safety Engineering		07	Particle Accelerators	
05	Sociology & Law		13	Structural Engineering & Building Technology		08	Nuclear Physics & Elementary Particle Physics	
06	Humanities & History		14	Test Equipment, Research Facilities & Reprography (ALL)		09	Plasma Physics & Magnetohydrodynamics	
07	Linguistics		01	Holography		10	Quantum Theory & Relativity	
08	Psychology		02	Test Facilities, Equipment & Methods		11	Mechanics	
09	Personnel Management & Labor Relations		03	Recording & Playback Devices		12	Solid State Physics	
06	Biological & Medical Science (ALL)		04	Photography		13	Thermodynamics	
01	Biochemistry		05	Printing & Graphic Arts		14	Radiofrequency Wave Propagation	
02	Genetic Engineering & Molecular Biology		15	Military Sciences (ALL)		15	Electromagnetic Pulses	
03	Biology		01	Military Forces & Organizations		21	Propulsion, Engines & Fuels (ALL)	
04	Anatomy & Physiology		02	Civil Defense		01	Air Breathing Engines (Unconventional)	
05	Medicine & Medical Research		03	Defense Systems		02	Combustion & Ignition	
06	Ecology		03.01	Antimissile Defense Systems		03	Electric & Ion Propulsion	
07	Radiobiology		03.02	Antiaircraft Defense Systems		04	Fuels	
08	Food, Food Service & Nutrition		03.03	Antisatellite Defense Systems		05	Jet & Gas Turbine Engines	
09	Hygiene & Sanitation		04	Military Intelligence		06	Nuclear Propulsion	
10	Stress Physiology		05	Logistics, Military Facilities & Supplies		07	Reciprocating & Rotating Engines	
11	Toxicology		06	Military Operations, Strategy & Tactics		08	Rocket Engines	
12	Medical Facilities, Equipment & Supplies		06.01	Naval Surface Warfare		08.01	Liquid Propellant Rocket Engines	
13	Microbiology		06.02	Undersea & Antisubmarine Warfare		08.02	Solid Propellant Rocket Engines	
14	Weapons Effects (Biological)		06.03	Chemical, Biological & Radiological Warfare		09	Rocket Propellants	
15	Pharmacology		06.04	Nuclear Warfare		09.01	Liquid Rocket Propellants	
07	Chemistry (ALL)		06.05	Space Warfare		09.02	Solid Rocket Propellants	
01	Industrial Chemistry/Chemical Processing		06.06	Land Mine Warfare		22	Space Technology (ALL)	
02	Inorganic Chemistry		06.07	Unconventional Warfare		01	Astronauts	
03	Organic Chemistry		16	Guided Missile Technology (ALL)		02	Unmanned Spacecraft	
04	Physical Chemistry		01	Guided Missile Launching & Basing Support		03	Spacecraft Trajectories and Reentry	
05	Radiation & Nuclear Chemistry		02	Guided Missile Trajectories, Accuracy & Ballistics		04	Ground Support Systems & Facilities for Space Vehicles	
06	Polymer Chemistry		02.01	Guided Missile Dynamics, Config. & Control Surfaces		05	Manned Spacecraft	
08	Earth Sciences & Oceanography (ALL)		03	Guided Missile Warheads & Fuzes		23	Biotechnology (ALL)	
01	Biological Oceanography		04	Guided Missiles		01	Biomedical Instrumentation & Bioengineering	
02	Cartography & Aerial Photography		04.01	Air- & Space-Launched Guided Missiles		02	Human Factors Engineering & Man Machine Systems	
03	Physical & Dynamic Oceanography		04.02	Surface-Launched Guided Missiles		03	Bionics	
04	Geomagnetism		04.03	Underwater-Launched Guided Missiles		04	Protective Equipment	
05	Geodesy		05	Guided Missile Reentry Vehicles		05	Life Support Systems	
06	Geography		17	Navigation, Detection & Countermeasures (ALL)		06	Escape, Rescue & Survival	
07	Geology, Geochemistry & Mineralogy		01	Acoustic Detection & Detectors		24	Environmental Pollution & Control (ALL)	
08	Hydrology, Limnology & Potamology		02	Non-Acoustic/Non-Magnetic Submarine Detection		01	Air Pollution & Control	
09	Mining Engineering		03	Direction Finding		02	Noise Pollution & Control	
10	Soil Mechanics		04	Countermeasures		03	Solid Wastes Pollution & Control	
11	Seismology		04.01	Radio Countermeasures		04	Water Pollution & Control	
12	Snow, Ice, & Permafrost		04.02	Acoustic Countermeasures		05	Pesticides Pollution & Control	
09	Electrotechnology & Fluidics (ALL)		04.03	Radar Countermeasures		06	Radiation Pollution & Control	
01	Electrical & Electronic Equipment		04.04	Optical Countermeasures		07	Environmental Health & Safety	
02	Fluidics & Fluierics		05	Optical Detection & Detectors		25	Communications (ALL)	
03	Lasers & Masers		05.01	Infrared Detection & Detectors		01	Telemetry	
04	Line, Surface & Bulk Acoustic Wave Devices		05.02	Ultraviolet Detection & Detectors		02	Radio Communications	
05	Electrooptical & Optoelectronic Devices		06	Magnetic & Electric Field Detection & Detectors		03	Non-Radio Communications	
06	Acoustooptic & Optoacoustic Devices		07	Navigation & Guidance		04	Voice Communications	
07	Electromagnetic Shielding		07.01	Land & Riverine Navigation & Guidance		05	Command, Control & Communications Systems	
10	Power Propulsion & Energy Conversion (Nonpropulsive) (ALL)		07.02	Underwater & Marine Navigation & Guidance		ALL	ALL SUBJECT FIELDS AND GROUPS	
01	Non-Electrical Energy Conversion		07.03	Air Navigation & Guidance				
02	Electric Power Production & Distribution		07.04	Space Navigation & Guidance				
03	Electrochemical Energy Storage		08	Miscellaneous Detection & Detectors				
04	Energy Storage		09	Active & Passive Radar				
11	Materials (ALL)		10	Seismic Detection & Detectors				
01	Adhesives, Seals & Binders		11	Target Direction, Range & Position Finding				
02	Ceramics, Refractories & Glass							
02.01	Refractory Fibers							